

Events & District Custodian



Reports to: Director of M&O
Salary Schedule: Schedule A
FLSA Status: Hourly

Bargaining Unit: PSE of Wenatchee M&O
EEO Class: Level 9
Revised Date: May 2011

SUMMARY:

Under the direction of the administrator, principle, Athletic Director, and lead or Assistant Lead Custodian, perform event set-up and tear down; provide other assistance as required by individual event and/or user; to perform the full range of custodial duties as they relate to the care, maintenance and cleaning of assigned buildings and facilities. Varied work hours are a requirement for this position to support various events.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work with principle, events organizers and district staff to provide a high level of support and customer service for district and non-district contracted events.
- Responsible for setup and teardown of district materials, seating and equipment to meet the requirements of the assigned events.
- Provide full custodial and operational support during an even as it pertains to district facilities, property and equipment.
- Set-up and/or remove furniture and equipment as required for various athletic, school and community events.
- Work with event organizers to ensure the safety, security and protection from damage of school district property.
- Work with Athletic Director and coaches to provide a high level of support and customer service for district and non-district contracted athletic events.
- Perform setup or assist in setup and teardown of athletic fields and courts including bleachers.
- Perform a proficient level of daily and seasonal custodial services in keeping assigned building areas clean and orderly to established standards.
- Make effective and efficient use of a full range of power and manual custodial equipment and supplies as provided.
- Keep surrounding grounds and parking lots free from rubbish.
- Clean and sanitize rest rooms, locker rooms, and kitchens using established

practices and procedures.

- Wash all interior and exterior windows and clean blinds.
- Sweep, mop, and vacuum classroom floors and dust horizontal surfaces in order to maintain quality environment.
- Conduct an ongoing/daily program of general equipment maintenance and advise Lead Custodian on major repairs needed.
- Lock and unlock assigned buildings; secure buildings when facilities are not in use checking for unlocked doors and windows,
- Using shovels, chippers, snow blowers and sand and/or de-ice, clear snow and ice from walks, driveways, parking areas, and steps in order to maintain a clear path and secure footing.
- Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Meet with the lead custodian on a daily basis to respond to daily events, user groups, and other building needs.
- Other duties as assigned.

EDUCATION & EXPERIENCE:

- High school graduate or equivalent.
- One or more years of related experience and or training, or equivalent combination of education and experience.
- Knowledge of general school cleaning problems, methods, materials and equipment used in custodial work.
- Operational knowledge of electronic score clock systems and amplified sound systems.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to vibration. The employee is frequently exposed to fumes, odors or airborne particles; toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; and outside weather conditions year round. The noise level in work environment is usually moderate and occasionally loud.

While performing the duties of this job, the employee is regularly required to; stand, walk, use hands to finger, handle, grasp or feel, reach with hands and arms, push and pull, talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and or move up to 25 pounds, frequently lift and or move up to 50 pounds and occasionally lift and or move up to 100 pounds. Specific

vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have basic knowledge of computer operating systems. Knowledge of Microsoft Excel and Word preferred.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments; Follows policies and procedures.